

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties	Date: August 10, 2011
From: Office of Local Systems	I.M. No. 4.210
Subject: Modification of the Farm-to-Market (FM) System	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a County to prepare an application to the FM Review Board (FM Board) for changes to an individual county's FM Road System. The procedural rules for the FM Board are listed in [761 IAC Chapter 101](#).

The authority of the FM Board is contained in Iowa Code section 306.6. Applications for modifications to any county's FM system must be made to the FM Board and shall follow the instructions as described below.

Application Process

Applications are to be filed with the Iowa Department of Transportation's (Iowa DOT) Office of Systems Planning, 800 Lincoln Way, Ames, Iowa, 50010. Applications must be filed at least 30 days prior to the scheduled meeting of the FM Board. The schedule for regular FM Board meetings will be published on the [ICEA Service Bureau web site](#) prior to January 15th of each year. The chair may schedule additional meetings of the FM Board, but applications for modifications will be accepted only prior to the published meeting dates. Applications for modifications must contain the following:

1. A copy of the county board of supervisors' resolution requesting modifications to the existing FM system. Modifications may include proposed FM routes, reclassification of existing roads, or transfers of jurisdiction. See the ICEA Service Bureau's sample resolution titled, "[Farm-to-Market Review Board Application Resolution](#)."
2. A copy of the official county FM route map clearly outlining the roads proposed modifications.
 - Proposed (new location) roads should be shown in **green**.
 - Roads being reclassified from FM roads to area service should be shown in **red**.
 - Roads being reclassified from area service to the FM system should be shown in **blue**.
 - Roads requesting FM system classification due to transfers of jurisdiction are to be shown in **yellow**.
3. A report of the county engineer explaining or justifying the proposed modification(s). The report should detail how the proposed modification addresses the following points:
 - Intra-county and inter-county continuity of road systems
 - Properly Integrated Systems
 - Existing and potential traffic
 - Land use
 - Location of the route
 - Equitable distribution of farm-to-market mileage
 - Other points that the county engineer deems of importance

Joint Applications

In the case of inter-county routes, the counties may file joint applications. Resolutions will be required of each county, but only one report for the requested modification will be required.

Electronic Submittals

The county (or counties) requesting modification to their FM system shall submit 1 complete copy of the application to the Iowa DOT's Office of Systems Planning. The Office of Systems Planning will scan the application and send electronic copies to each FM Board member before the scheduled meeting and retain the original application for the Iowa DOT.

In lieu of paper applications, the applicant county (or counties) requesting modification to their FM system may file a complete electronic copy of the application in PDF format to the Iowa DOT's Office of Systems Planning. The files should be emailed to FM.ReviewBoard@iowadot.us.

FM Board's Decision

The county engineer of the applicant county will be mailed a copy of the meeting agenda and may make a brief oral presentation at the invitation of the FM Board's Chair. The county engineer applicant will be mailed a copy of the decision within 30 calendar days after the FM Board meeting.